

## SmartFind CV Search

### Getting started with CV Search

SmartFind CV Search allows you to search through Monster's extensive CV database for candidates that meet your open positions. Before starting your search, gather together the following information:

#### Search Criteria

In addition to using keywords, you can filter your search with the following criteria:

- Most recent Employer, job title and description
- Schools attended
- Desired Salary range
- Location, including region, city and postcode
- Career level
- Desired Job Status (full, part time, etc)
- Desired Job Type (permanent, student, temp/contract, etc)
- Industry (Banking, Broadcasting, Engineering, etc)
- Category and Occupation

## Getting Started

Go to <http://hiring.monster.co.uk> if you already have an account click "log in"

The screenshot shows the Monster for employers website. At the top right, there are links for "Monster.co.uk", "Help", and "Contact Monster". A "Log in to access your account." button with a "Log In" link is visible. Below this is a navigation bar with links for "Home", "Quick Buy", "Products", "Post & Manage Jobs", "Find & Manage Candidates", and "Resource Centre". The main content area features a "Find the Right Product" section with a list of options: "First Time Here?", "Small/Immediate Hiring?", "Need to Recruit 5+?", "Recruitment Consultancy?", and "Manage Your Candidates". A "Go!" button is next to the "Need to Recruit 5+?" option. To the right of this list is a text box explaining that users can answer 5 simple questions to get product recommendations. Below this are three columns: "Why Monster?" (highlighting 3.9 million job searches per month), "Job Postings" (describing the ease of posting jobs), "CV Search" (describing the search of the largest CV database), and "Jobs & CVs" (describing the combination of both tools).

If you do not yet have an account with us, a simple way to purchase CV access is to follow the path shown below.


The screenshot shows the Monster for employers website interface. At the top, there is a navigation bar with links for Home, Quick Buy, Products, Post & Manage Jobs, Find & Manage Candidates, and Resource Centre. A 'Log In' button is visible in the top right corner. The main content area features a 'Quick Buy: CV Search' section with a 'Buy CV Search' button. Below this, there is a table titled 'National' showing different search durations and their corresponding views and prices. A 'Buy' button is next to each row. To the right, there is a 'Jobs & CVs' section with a 'Create and post your job' button. At the bottom, there is a 'Take a Test Drive' button.

Duration	Views	Price	Buy
1 Week	100	£399	Buy
2 Weeks	400	£799	Buy
1 Month	1,000	£1,499	Buy
3 Months	4,000	£3,500	Buy
6 Months	5,000	£6,500	Buy
Annual	10,000	£12,000	Buy

Once you have selected your products, choose whether you will be paying by invoice or credit card, and then simply enter your email address to get started.

## SmartFind CV Search: Step-by-Step Process

Now you are ready to start using Monster's CV Search, you can find qualified candidates in four easy steps.

If you need help, or more information at any point in this process, click on the [Help](#) link, the  icon, or any link labelled [learn more](#).

**1. Log In** using your secure username and password, then click on [Search CVs](#) to get started

**2. Enter your Search Criteria**

The top search items are Keyword, Date and Search Location. By default these are shown to you. To further specify your search, expand the search options by clicking on the button shown here:

► More Search Options

## Default Search Options

### Search Criteria

[Update search preferences](#) | [Clear search fields](#) ?

Keyword  [Search tips](#)

CVs posted from  to

### Location

Choose **one** of the options below:

**Search within selected locations:** ( [search by location](#) )

You have access to the following locations: UK

Browse	Click a checkbox to add	Locations	Remove
<input type="checkbox"/> All Locations Purchased			
<input checked="" type="checkbox"/> UK			
<input type="checkbox"/> UK - UK			
<input type="checkbox"/> UK - Anglia			
<input type="checkbox"/> UK - Home Counties			
<input type="checkbox"/> UK - London			
<input type="checkbox"/> UK - Midlands			
<input type="checkbox"/> UK - North West			
<input type="checkbox"/> UK - Northern Ireland			
<input type="checkbox"/> UK - Scotland			
<input type="checkbox"/> UK - South East/Southern			

Include job seekers [willing to work](#) in any of the selected locations.

-OR-

**Search by City/Town:**

City:

Limit results to job seekers within

Only show job seekers [authorized to work](#) for any employer in any of the selected locations.

-OR-

**Search within Postcode Radius:**

Only show job seekers within  from Postcode:

## Search by Keyword

Enter a simple keyword or string of keywords to describe what you are looking for. Using keywords is an effective way to search for words, phrases and acronyms contained in a job seeker's CV (e.g., UNIX, programmer, SAP, sales, COBOL, human resources). How you create your search string will influence your search results.

Below are a few ways you can define your keyword search terms using Boolean operators for a more effective CV search.

Use **AND** between terms to search for CVs that include all surrounding terms. For example, UNIX AND programmer will return only CVs that include both terms. If you don't separate your terms, (e.g., UNIX programmer), AND is used as the default.

Use **OR** between terms to search for CVs that contain either word surrounding it. For example, UNIX OR programmer will return CVs that have either term. Using OR can be useful when there is more than one word that describes a desired search term.

Use " " (quotation marks) around multiple terms to search for CVs that include the term included in quotes. For example, "UNIX programmer" will return CVs that include that specific term, rather than separate occurrences of the two words.

If you are using the expanded search option you can also search the entire CV for keywords in the following specific CV fields:

- Most Recent Employer
- Most Recent Job Title, or Target Job Title
- Most Recent Job Description
- Schools Attended

NB: Not all job seekers fill in all fields. For this reason, the Search by Desired Salary box is controlled by the options you select within **update search preferences**. Clicking on this link will enable you to add the field to search by desired salary range.

### **Date**

Search for a CV by the date it was submitted or updated, or search all available CVs. Remember to set the date parameter wide enough so that you also see passive candidates.

### **Search by Location**

You may search within the selected locations you have purchased. Searching within a selected location can be an advantage if you prefer to have employees who live within a specific commuting distance.

You can search by the defined Monster locations, by city and radius, or by postcode and radius.

**3.** Click **search** to **view CVs** that match your criteria.

## On the Results Page

- Sort CV's using the column headers
- See a brief or Detailed view of CVs to switch between a snapshot summary of the candidate's key qualifications
- Save your search criteria for future use, or refine it further

## 4. Take action and **choose your candidate!**

To view a CV click the CV title hyperlink. It is possible to view multiple CV's by checking the box beside each CV you are interested in and then choose "View Selected" from the drop down options.

## Viewing a CV: Search Results

Select a CV, or multiple CV to activate the **Actions** menu. Alternately add individual CV's to a folder, or block a candidate. **Block Candidate** means the candidate will be returned in a CV search but will be identified as blocked via an icon. You can unblock blocked candidates by clicking on the unblock link.

[Search CVs](#)

The screenshot displays the 'Search Results' page for a search with 1-10 of 10 candidates. On the left, there is a sidebar with search filters. The main area shows a list of candidates with their details and an 'Actions' menu for each.

**Search Results (1-10 of 10 Candidates)**

0 Candidates selected

Sort by: Submitted | Descending | Go

Candidate	Submitted	High Keyword Match	Actions
<input type="checkbox"/> <a href="#">claire1</a> haugene claire UK-airdrie Be Cogent N/A	25/07/2008	High Keyword Match	Add to Folder Block Candidate
<input type="checkbox"/> <a href="#">Warehousing/Distribution/Operations</a> UK-NW N/A	25/07/2008	High Keyword Match	Add to Folder Block Candidate

**Filters:**

- Submitted: From Today, To 1 Month Ago
- Keyword: sales rep

Use the filters to further refine your search criteria. Filters are provided for Date Submitted and Keywords; both standard and expanded.

## Adding a CV to a Folder

Select a CV or CVs and choose Add To Folder from the Actions menu. Alternately add CVs one-by-one by selecting the **Add to Folder** link beside that CV.

### Search CVs

The screenshot shows the 'Search Results' page with a candidate profile for 'maram r'. An 'Add to folder' dialog box is open, showing a tree view of folders: 'All Candidates', 'My Saved Candidates', and 'Product Manager' (with sub-folders 'London' and 'Glasgow'). The candidate's details are visible below the dialog:

Submitted	03/10/2008	Actions
Highest Education	Master's Degree	• Add to Folder
Target Job Title	sales	• Block Candidate
Desired Job Type	Permanent	
Desired Status	Full Time	
Desired Salary	N/A	
Relocation	Will Relocate	
Authorization	N/A	

Once the candidate is added to a folder, there are more options available to you to manage the candidate.

## Saving Your CV Search

If you like the results of the search you have completed, you can save this for future use, and even have the results emailed to you. Simply click on **Saved Searches** and follow the simple steps to set this up.